

The Mad Hatter

A Douglas College Newsletter

Monday, October 29, 1979

PROCEDURES TASK FORCE UP-DATE

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Jack.Finnbogason and Win Matheson have started to write procedures based on the analysis of the Task Force consisting of five faculty and five administrators.

The Task Force has tried to assign functions and tasks to the most appropriate level within the organization. Drafts of these procedures will be circulated to convenors, program supervisors, administrators and department heads. They will also be published in the MAD HATTER to enable everyone to respond with concerns or suggestions for improvement.

WATCH FOR THESE DRAFTS AS THEY APPEAR IN THE MAD HATTER IN THE WEEKS AHEAD!

.....R.H. Pridham

DEVELOPMENT DAY - ADMISSIONS

Please be advised that the Admissions Division will be holding a Development Day on Friday, 79-11-02. As a result all campus Admissions Offices will have only minimal service and staffing for that one day.

.....Ken Battersby

NOMINATIONS TO EXTERNAL TEAM FOR SELF-STUDY

The Ministry of Education, Science, and Technology will be assembling a team of "Experts" from various jurisdictions within the post-secondary system. E.G. Faculty, Staff, Administrators, Students, Board Members, Community Members, Out-of-Province College Members who will visit Douglas College Members who will visit Douglas College as part of our self-study process.

If you know of anyone whom you feel could make a significant contribution to the membership of such an External Team, please forward his/her name, address, area of "expertise", and your reason for nomination to:

Don McEachern,
N 723,

New Westminster Campus,

Telephone 521-4851, Extension 270, by November 2, 1979. Thank you.

.....Don McEachern

EXCESS AUTOMOBILE INSURANCE

We have recently been advised by our insurance agent that I.C.B.C. has had legislation enacted whereby they are now providing additional Autoplan road liability for teachers, volunteers and employees using their own vehicles to transport students to school or college activities. The individual would still have to arrange his/her own primary insurance with I.C.B.C. and this particular contract would act as excess limits so that the individual would have no less than \$1,000,000 coverage only when driving the insured vehicle in connection with school or college activities.

Please note that the College now carries this insurance. Kindly let me know if you transport College students in your private vehicle on a regular basis.

.....Bob Lisson

READING SKILLS FOR COLLEGE: SD100

Do you read every word? Do you have trouble concentrating? Do you forget what you've just read?

Reading Skills for College is designed to help you read with more confidence and efficiency and with better retention.

SD 100 is a seven-week, 1 1/2 credit course.

For further information, contact Douglas College Admissions at 588-6404, or the Counselling and Student Services Centre on any campus.

RACQUETBALL

Buck Buck the Beaver and the Richmond Campus Student Society has made a special arrangement with the Super Court Racquet Centre allowing students, faculty, and staff from any campus to play racquetball.

The cost is \$1.00 per person for each 45 minute session on any day of the week. At night the cost is raised to \$1.50.

Richmonds student society will pick up the rest of the bill.

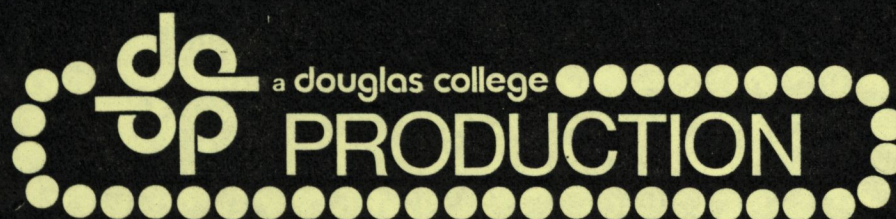
The Super Court Racquet Center, located at 5920 B, No. 2 Rd. in Richmond, will also be the site of Buck Buck intramural tournaments.

Courts can be reserved a day ahead by calling the centre at 278-4571. Lessons are also available.

Rentals are available, but Richmonds Student Society is planning to purchase some racquets which can be loaned out.

For further information contact the Richmond Student Society.

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James Cowan Theatre
6450 Gilpen St.
Burnaby (behind heritage village)

6 performances
November 1,2,3,4 at 8pm.
Matinee : November 3,4 at 3pm.

Alice *in Wonderland*

Adults \$4, Students \$3,
Children \$2; for more
Ticket information ph.521-4851



POSITION VACANCIES

OKANAGAN COLLEGE - Dean of Community Education Services.

QUALIFICATIONS - Masters Degree or equivalent in work experience and formal education. Demonstrated administrative and managerial ability and experience in adult education or community development.

CLOSING DATE - November 14, 1979

DATE OF APPOINTMENT - January 1, 1980

APPLICATIONS - Principal
Okanagan College
1000 K.L.O. Road
Kelowna, B.C. V1Y 4X8

WHATCOM COMMUNITY COLLEGE - Instructor in Philosophy

QUALIFICATIONS - Masters or Masters in Progress in Philosophy
Teaching experience preferred.

APPLICATIONS - Jan Anderson
Whatcom Community College
5217 Northwest Road
Bellingham, WA 98225

FURTHER INFORMATION - WCC 676-2170 or 384-1541, Jane Merritt, ext. 50, or Jan Anderson, ext. 27/28.

RETURNING TO LEARNING

A program designed just for you - the woman who is contemplating a return to Learning. Whether you are considering training for a career or expanding your interests, this may be just what you're looking for. Douglas College Programs for Women is offering you this opportunity to find out more about your strengths and abilities and the career areas you may be interested in.

This program is being offered on these campuses: New Westminster/Agnes Street Campus - Nov. 6 to 30th from 9:00 to 12 noon; Maple Ridge Campus - Nov. 6 to Nov. 29th from 12:30 to 3:30 p.m., Richmond Campus - Nov. 13 to Dec. 6th from 9:30 to 12:30 p.m.

For more information please call student services on the above campuses or 588-6404. Please pre-register.

HELPING THE STUDENT TAKE BETTER NOTES

Many students coming to college for the first time have never taken notes in class before. A few comments from their instructor on the subject of notetaking may not only save the student initial frustration, but result in better grades.

If you're the kind of lecturer who talks fast and doesn't expect to have everything you say written down, say so. It may not be obvious to the unseasoned student. A common fault of inexperienced notetakers is to try to make a verbatim transcript of the lecture. Usually it can't be done without shorthand and is based on the false premise that every word is essential to the development of the point. No discrimination is used to select out the tangents or redundancies.

The Biology audio-tutorial tapes are one instance where this kind of student can achieve his misguided aim for he can rewind the tape and play it over and over 'til he gets it all down. Unfortunately, he ignored the purpose of the objectives included with each Biology packet which is to guide and focus the student's listening and notetaking.

Objectives provided before the lecture are surely the best way to help the student sift the wheat from the chaff. One SFU professor provides students with a written outline at the beginning of class so their attention can be on assimilating content and not deciphering organization.

In addition to preparing the student for notetaking, pointers can be used throughout to help keep the student on the track. At first, they may need to be as blatant as: "Write this down...", "Don't write this down...", "Mark this in your book..."

And ideally, the last few minutes of the class need to be spent not in writing, but in asking the student to review those notes as you summarize main points to make sure they're down.

A less common problem is the student who writes down too little; but he, too, could benefit from some more express instructions such as suggested above.

A mechanical device to aid notetaking is setting up the notes on the page in various styles. One method is the BAM approach; handouts are available from Reading and Study Skills faculty.

.....Al Atkinson, Sherry Ladbroke,
Sandra Carpenter

FILM BOOKINGS FOR SPRING 1980

Please be advised that the deadline for spring semester film requests is November 30th. Requests should be submitted as soon as possible to A.V. Services, N.W. Forms are available at all campuses.

The Mad Hatter is a Douglas College Newsletter published weekly during the Spring and Fall semester, bi-monthly in the Summer semester, by Douglas College, P.O. Box 2503, New Westminster. Deadline for submissions is Thursday, noon, each week. For further information contact Melanie Falcon, Surrey Campus, local 283.

This issue by Liz Glass.

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